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# Office Memorandum • UNITED STATES GOVERNMENT

TO : Director of Training

DATE: 8 September 1955

FROM : Acting Chief, Plans and Policy Staff

SUBJECT: Weekly Activity Report No. 36  
30 August - 6 September 1955

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I. SIGNIFICANT ITEMS

None.

II. OTHER ITEMS

A. Projects Under Preparation:

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1. Revision of [ ]
2. Working draft of TR RM O-1, Glossary of Intelligence Terminology (to be distributed for comment during next week)
3. Revision of OTR Regulation prescribing the procedure for the release of training materials to other Agency components
4. OTR Regulation establishing a Speaker Index
5. Revision of OTR procedure for securing estimates of annual training requirements
6. Arrangements for briefing of OTR personnel by major components of DD/I and DD/S and by RQM/OIS
7. Justification of increase in OTR T/O

B. Agency New Building Requirements:

The Sub-Committee on Building Requirements has been informed that OTR can not make a detailed revision of its requirements until its adjustment to the new personnel ceiling is planned.

C. Clandestine Services Training Committee Meeting:

Next meeting to be held 13 September, 9:30 a.m, OTR conference room. Agenda will be circulated.

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